



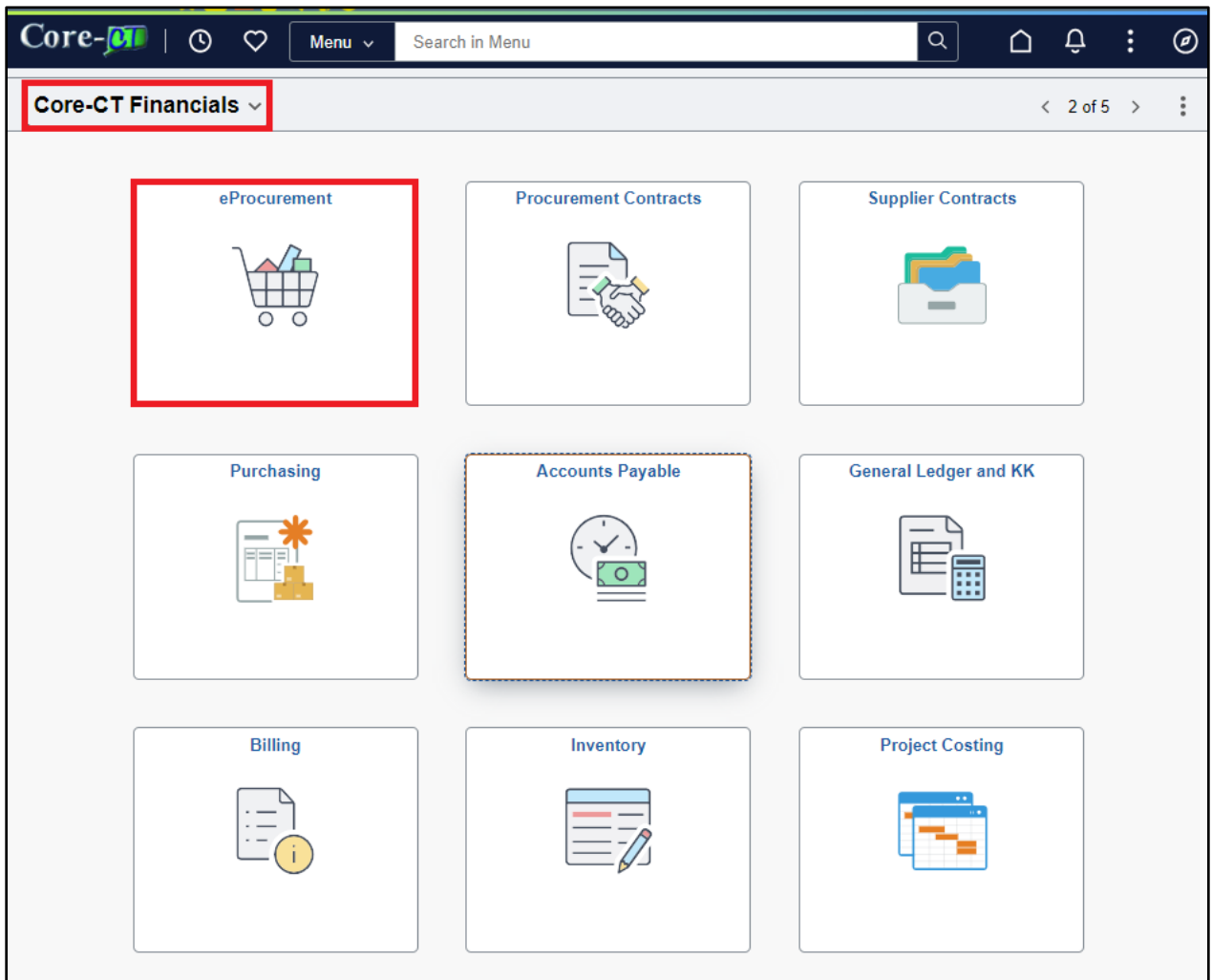
Create Telecom Service (TSRMACR) or Telecom Equipment (TSR-EQUI) Requisition in eProcurement

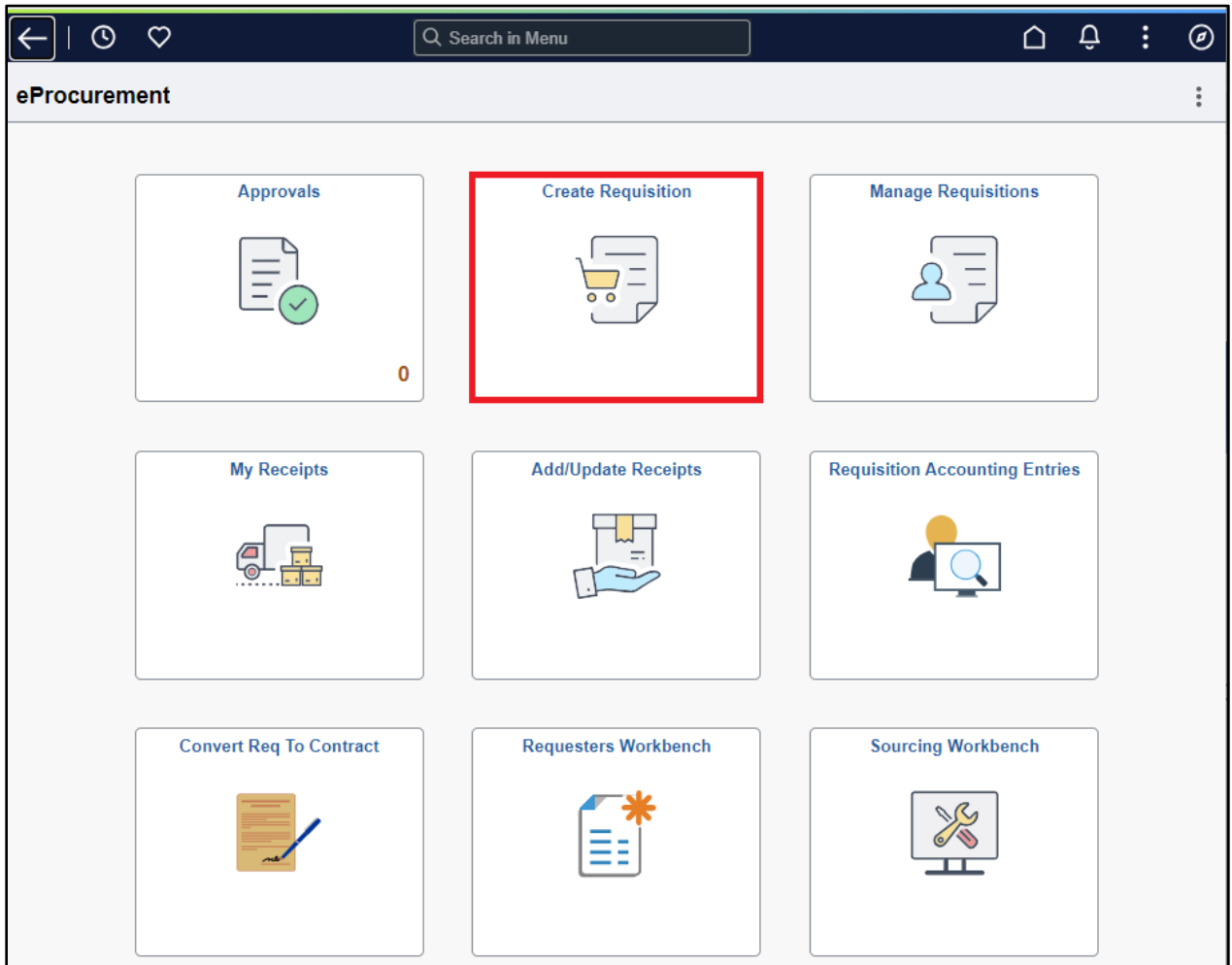
Navigation:

Select **Core-CT Financials**

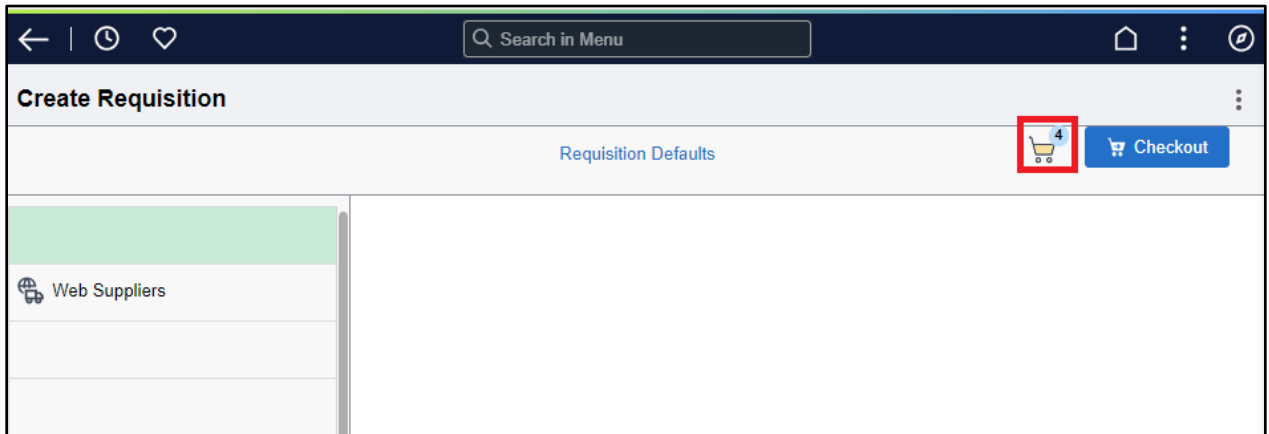
Click **eProcurement** Tile


Click **Create Requisition** Tile



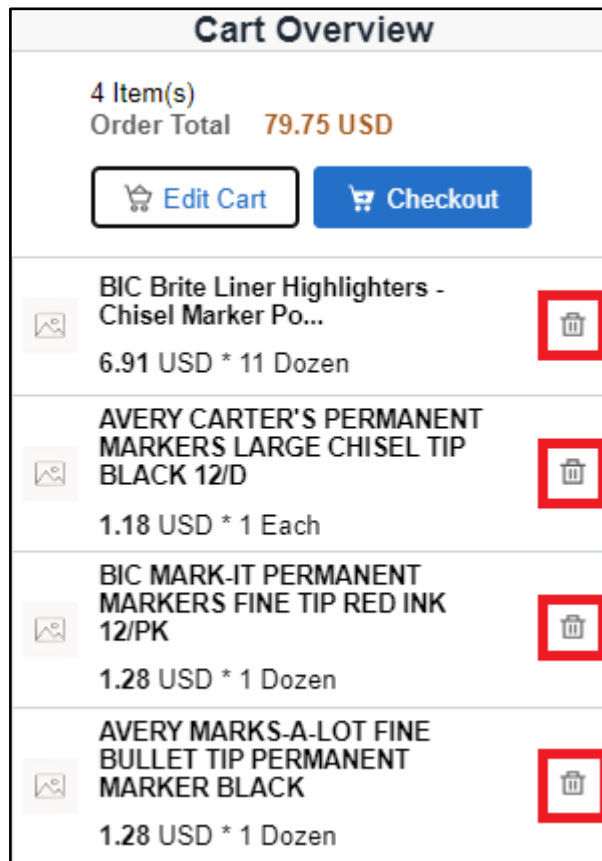


If you are brought directly to the **Create Requisition** page. You have most likely left items in the cart from a previous requisition. You must Submit the requisition or delete the items from the cart before continuing.



Click  to bring up **Cart Overview**.

Click  to delete items from the cart.





You will be brought to the **Requisition Defaults** page.

Verify that your Business Unit defaults in, along with your username as the **Requester**. If you have the authority to request on behalf of other individuals, select the magnifying glass for the **Requester** Look up to make a choice.

You can enter a **Requisition** Name for ease of recognition if you like, or you can allow the system to insert the requisition number as its name when saved.

REQ is the default value in the Requisition Type drop-down box if you have a MultiRequester role.

Distribution Line 1:	Percent 1:	Location 1:	GL Unit 1:	Account 1:
1	0	ACORE	STATE	

If you have a TSR Requester role then the default value will be **TSR-EQUIP**. You will want to choose **TSR-EQUIP** to purchase Telecom Equipment or **TSR-MACR** for services that include **Moves, Additions, Changes or Repairs**.



Enter **Header Defaults**, **Line Defaults**, **Shipping Defaults**, and **Distribution Defaults**.

At this point you can enter the **Supplier**, **Buyer**, **Category**, **UOM**, **Ship To**, **Due Date**, and the **Chartfield Coding** which will be applied to each line of your requisition. You can go to the line and update it after the item is entered if necessary. The Supplier location will default in when choosing the supplier.



The Distribution Defaults are located on **Chartfields 1, 2 and 3** tabs.

Distribution Line	Percent	Location	GL Unit	Account	Fund	Dept	SID	Program	Bud Ref
1	0	ACORE	STATE	54060	11000	DAS23920	12155	00000	

If the items or services are Assets, click on the **Asset Information** tab and enter the AM Business unit and the Profile ID.

AM Business Unit	Profile ID	Capitalize	Cost Type	Description
		Non Cap		

Click **Done**. This will bring you to the **Create Requisition**. Choose the **Special Request** tab for a TSR requisition. Choose Special Item for TSR-EQUIP or Service options for TSR-MACR.

The screenshot shows the 'Create Requisition' interface. On the left sidebar, the 'Special Requests' tab is highlighted with a red box. A callout box with a red border points to this tab and contains the text: 'Choose Special Requests for TSR-EQUIP or Service options for TSR-MACR.' The main form area is titled 'Special Requests' and includes sections for 'Item Information', 'Supplier Information', and 'Manufacturer Information'. The 'Item Information' section has fields for Item Description, Price, Quantity, Category, and Due Date. The 'Supplier Information' section has fields for Supplier ID and Supplier Location. The 'Manufacturer Information' section has fields for Manufacturer ID and Manufacturer's Item ID. There is also a 'Comment' section with a text area and checkboxes for 'Send Comment to Supplier', 'Show Comment on Receipt', and 'Show Comment on Voucher'. An 'Add to cart' button is at the bottom left.



Enter the **Item Description, Price, Quantity, Category, UOM, Supplier ID** and **Supplier Item ID**.
Currency Code defaults as USD.
Click the **Add to cart** button at the bottom of the page.



When finished ordering **Special Request** items, click [Checkout](#).

The screenshot shows the 'Create Requisition' web application interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu' and a 'Checkout' button. Below the navigation bar, the main content area is titled 'Create Requisition' and includes a 'Requisition Defaults' section with a shopping cart icon and a 'Checkout' button. A left sidebar contains a menu with options: 'Catalog', 'Special Requests', 'Fixed Cost Service', 'Time and Materials', 'Variable Cost Service', 'Templates', and 'Favorites'. The 'Special Requests' section is active, displaying a form with the following fields:

- Item Information**
 - *Item Description:
 - *Price:
 - *Quantity:
 - *Category:
 - Due Date:
 - *Currency Code:
 - *Unit of Measure:
- Supplier Information**
 - Supplier ID:
 - Supplier Location:



Click  to open the **Requisition Line Details** page and view the **Schedule Details** and **Line Details** tabs.

Be sure to select the appropriate selection in the **Distribute By** field. If the Purchase is Amount Only– then distribute by should be set to Amount. If it is a Quantity Purchase it can be distributed by either Quantity or Amount.



Next Click on the Line Details icon to the right of the Total at the end of the line to access the details. Here you can enter the Purchasing Authority, Physical Nature (Goods/Services) and Contract Id. Check the Amount Only check box if the requisition is an Amount Only Purchase.

The screenshot displays the 'Requisition Line Details' window for 'Line 1'. At the top, the 'Order Total' is 395918.50 USD. The 'Item Summary' section identifies the item as 'Aura Enterprise Server' with a 'Physical Nature' of 'Goods'. The 'Item Additional Information' section includes checkboxes for 'Device Tracking', 'Stockless Item', 'RFQ Required', and 'Inspection Required', all set to 'No'. The 'Amount Only' checkbox is also checked. The 'Contract Information' section shows 'Contract ID' as '18PSX0041AA' and 'Contract Version' as '1'. The 'Supplier Information' section lists 'Supplier ID' as '0000010256' and 'Supplier Name' as 'ALTURA COMMUNICATION SOLUTIONS LLC'. The 'Manufacturer Information' section includes fields for 'Manufacturer ID', 'Manufacturer's Item ID', 'UPN Type', 'UPN ID', and 'Procurement Group ID'. The 'Sourcing Controls' section has checkboxes for 'Consolidate with other Reqs', 'Calculate Price', and 'Override Suggested Supplier', all set to 'No'. At the bottom, the 'State of CT Custom Fields' section shows 'Purchasing Authority' set to 'Contracts'.

The **Purchasing Authority** of **Contract** is defaulted in the line details of each of the requisition's lines. A **Contract ID** is required if the **Purchasing Authority** on a requisition is **Contract**. If all lines on a requisition have **Contract Purchasing Authority**, the system will copy the **Contract ID** from the first line to all the other lines in the requisition, thus eliminating the need to enter the **Contract ID** on each line individually. If the first line of a requisition has the **Purchasing Authority** of **GL**, the system will copy **GL Purchasing Authority** to all other lines on the requisition that do not have a **Contract ID**.



Users will still be able to mix **Purchasing Authorities** and **Contract IDs** on a requisition by entering them manually in the line details.

When finished Click [Done](#).

You will be returned to the **Create Requisition Checkout** page. Double check to make sure the correct **Requisition Type** value was chosen. In this instance **TSR-EQUIP**.

You may also add/update **Line Comments** and **Add Attachments** by clicking on the corresponding Line comments link for each line item.

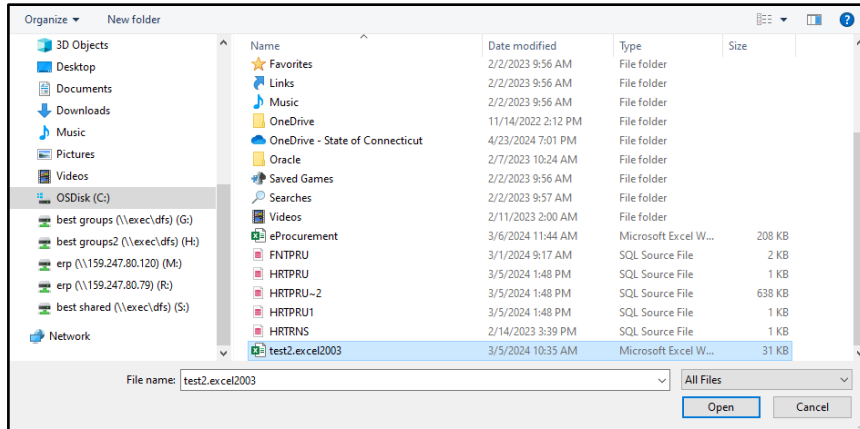


Click on **Add Attachments**:

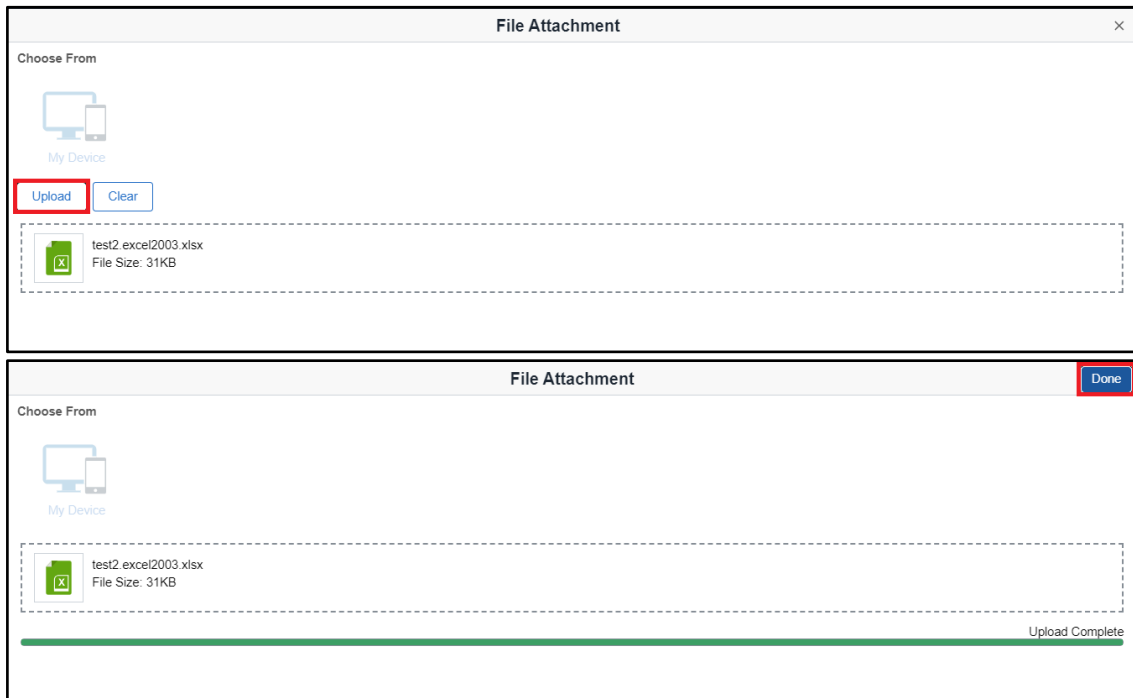


Click

Select the file and then click on **Open**.



Click **Upload**, once the file has been uploaded, the **Done** will appear in the upper right hand corner. Click **Done**.





The document is now attached. Click **View** to view the attachment. Select **Send to Supplier** to have attachment go with the PO to the Supplier if they are an **email** supplier. You can choose **Send to Supplier** if you want the comment to print on the PO, **Show at Voucher** or **Show at Receipt**.
Click **OK**.

[Cancel](#) **Requisition Line Comments and Attachments** [Done](#)

Comments + -

[Use Standard Comments](#)

Comment Text

Send to Supplier No

Show at Receipt No

Show at Voucher No

[Add Attachment](#)

Attachments 1 row

View ↑↓	Attachment ↑↓	Send to Supplier ↑↓	
1 View	test2.excel2003.xlsx	<input type="checkbox"/> No	-



When you have finished adding all items for this Requisition, click on the **Submit** button to send this Requisition to the approval workflow process.

Create Requisition

Continue Shopping Save **Submit**

Checkout [Requisition Defaults](#) Order Total 395,918.50 USD

Requisition Summary

Business Unit DASM1 Dept of Administrative Svcs
Requisition Name Test TSR-EQUIP
Requester DAS-
Currency USD
Priority Medium
Requisition Type TSR-Equipment
Dispatch Method Print
Obligation Amount

Justification Comments

Requisition Lines Overview

Select All Actions

Line	Description	Item ID	Supplier	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	Special Request Aura Enterprise Server		ALTURA COMMUNICATION SOLUTIONS LLC	1	CA	395,918.50	USD	395,918.50 USD	ScheduleDetails > Delete

Order Total 395,918.50 USD

If you wish to save the requisition but want to come back later to make changes without submitting for approval, click the **Save** button. The system will assign a requisition id to be used to access the requisition in Manage Requisitions.

If you wish to cancel this Requisition, click on the  **Delete** button.



Once saved, the **Checkout Confirmation** page will display. Users can clearly identify which stage of approval the requisition is in by clicking the **View Approval Chain** button. Users can also view a printable version of the requisition by clicking the **Print Preview** button.

Checkout Confirmation

Search in Menu

[Print Preview](#)

Requisition Details

Business Unit DASM1 Total Lines 1
Requisition ID 0000008872 Total Amount 395,918.50 USD
Requisition Name Test TSR-EQUIP Budget Checked Status ▲ Not Checked
Last Modified Date 04/24/2024 3:29:19PM
Status 📄 Pending Approval

[View Approval Chain](#)

Next Steps

- [Edit this Requisition](#)
Modify this requisition
- [My Requisitions](#)
Go to existing requisitions
- [Create Requisition](#)
Create another requisition

Approval Flow

Amount Approval

Test TSR-EQUIP Pending

Start New Path

Req Amount Approval

📄 Pending +

Multiple Approvers
REQ AMT APPROVER 1 >

📄 Not Routed +

Multiple Approvers
REQ AMT APPROVER 2 >

📄 Not Routed +

Multiple Approvers
REQ AMT APPROVER 3 >

Req Budget Approval

Test TSR-EQUIP Awaiting Further Approvals

Start New Path

Req Budget Approval

📄 Not Routed +

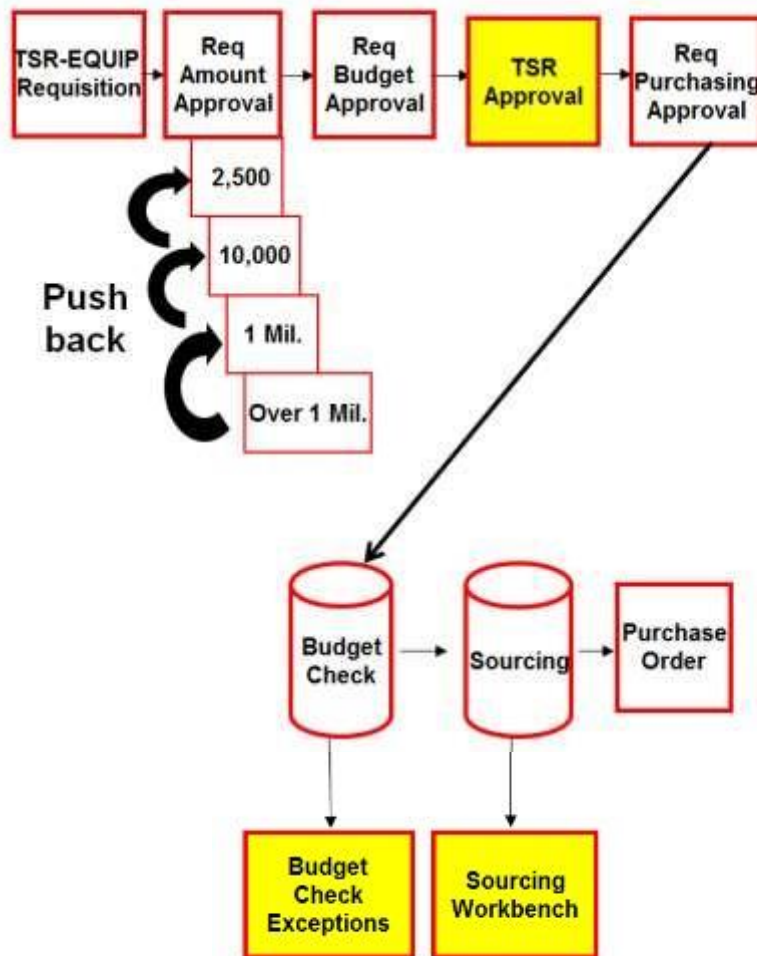
Multiple Approvers
REQ BUDGET APPROVER >

Telecom Equipment Approval



Workflow for a Telecom Equipment (TSR-EQUIP) Requisition

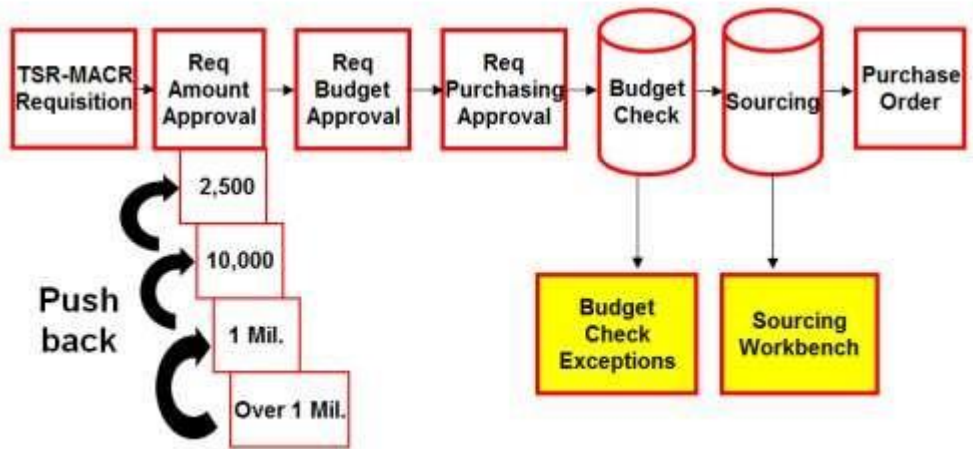
eProcurement Telecom Equipment Requisition Process Flow





Workflow for a Telecom Service (TSR-MACR) Requisition (Moves, Additions, Changes & Repairs)

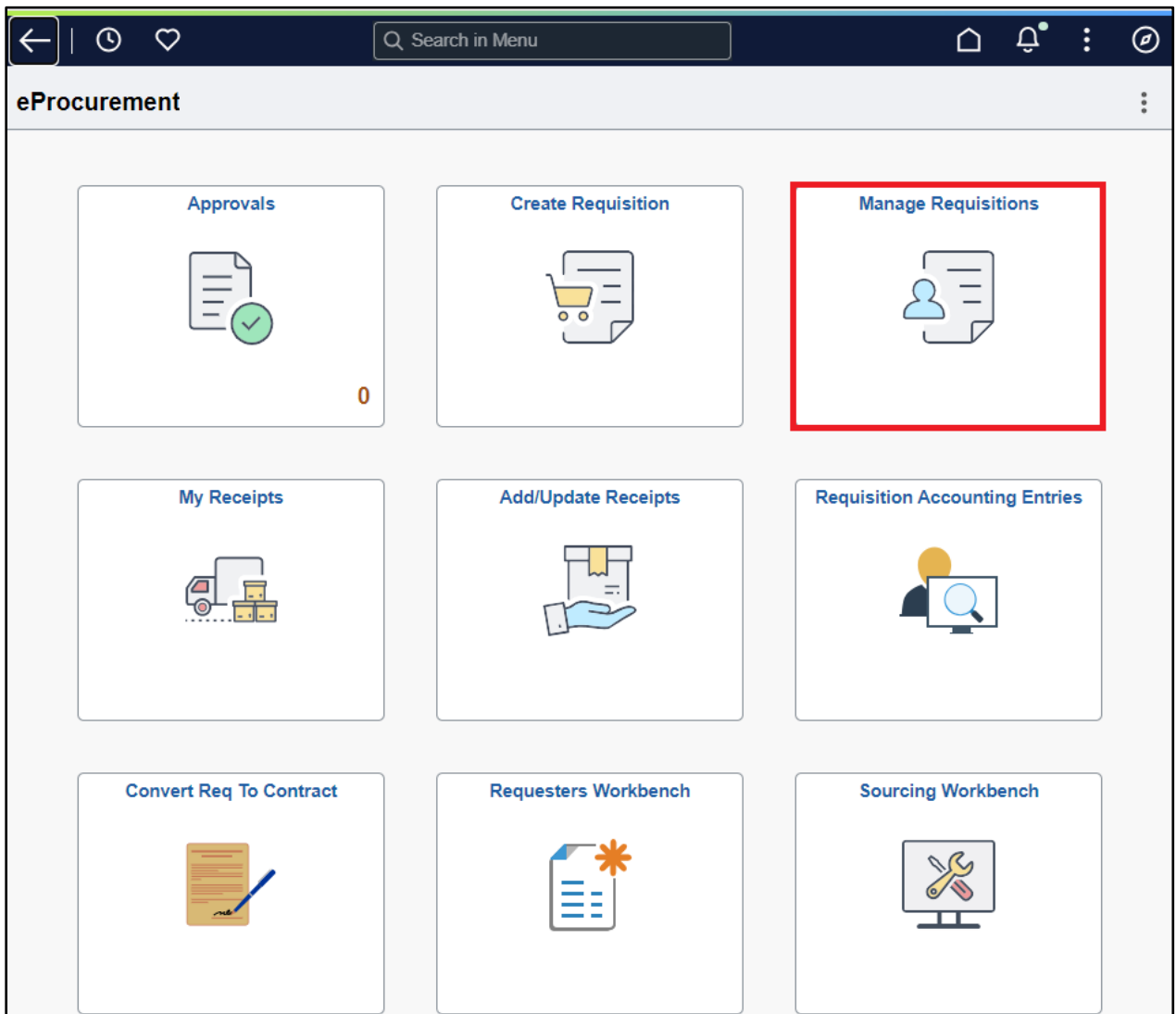
eProcurement TSR-MACR Process Flow





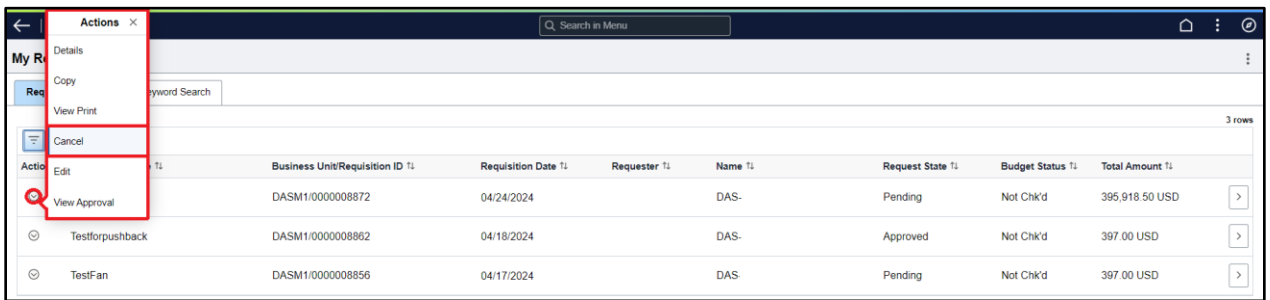
If you have chosen an incorrect **Requisition Type** in the drop-down box and have **Submitted** your transaction, do the following:

- Go to: **eProcurement > Manage Requisitions.**

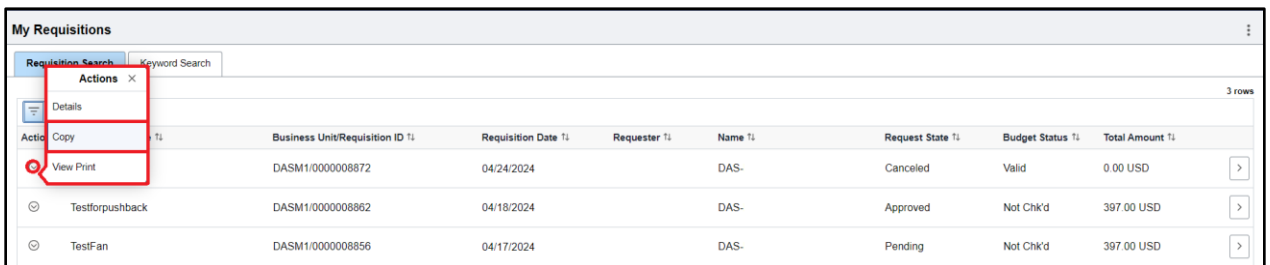




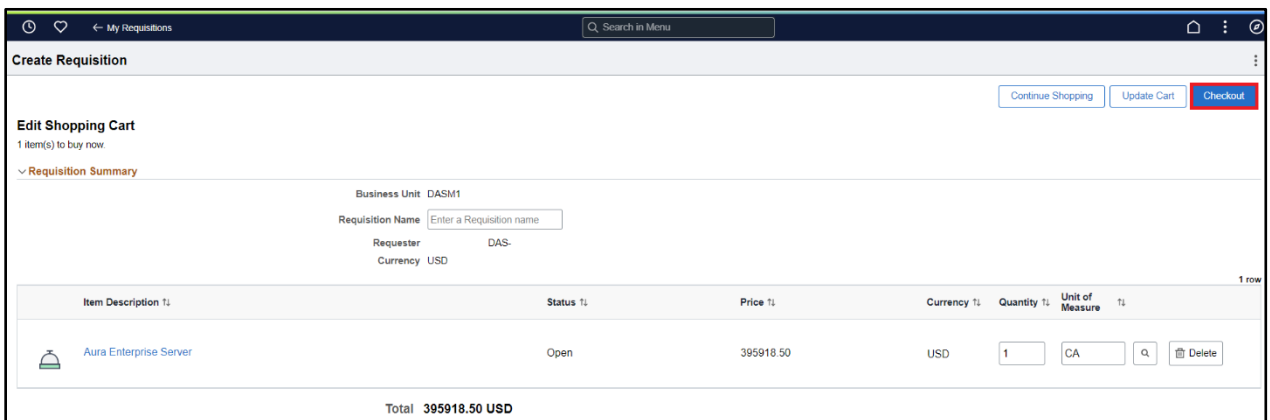
- Search for and choose the requisition that was incorrect.
- Choose the **Cancel** value in the **Action** drop down at the beginning of the incorrect requisition. This will cancel the requisition.



- Then click on the **Copy** requisition value in the **Action** drop down at the beginning of the cancelled requisition.



- This will copy all the information from the Canceled Requisition to a new requisition.
- Click the **Checkout**.





- Be sure update the **Requisition Type**, as it will automatically default to Req.
- Review/update the requisition for accuracy.
- Click **Submit**.

Create Requisition

Continue Shopping Save **Submit**

Checkout Requisition Defaults Order Total 395,918.50 USD

Requisition Summary

Business Unit DASM1 Dept of Administrative Svcs
Priority Medium
Requisition Name Enter a Requisition name
Requisition Type Requisition
Requester DAS-
Dispatch Method DAS-BID, ITD-10, POS - Purchase of Service, PSA - Personal Service Requisition, **TSR-Equipment**, TSR-MACR
Currency USD
Header Comments

Justification Comments

Requisition Lines Overview

Select All Actions 1 row

Line	Item ID	Supplier	Status	Quantity	Unit of Measure	Price	Currency	Total
Line 1	Special Request Aura Enterprise Server	ALTURA COMMUNICATION SOLUTIONS LLC	Open	1	CA	395918.50	USD	395,918.50 USD

Order Total 395,918.50 USD